

WE'RE HIRING

The University of Texas at Houston Police Department (UT Police) provides law enforcement and community services to the MD Anderson Cancer Center and UT Health Science Center at Houston institutions. Both institutions are located within the Texas Medical Center with additional locations throughout the Houston metropolitan area.

As an integral part of the MD Anderson Cancer Center and the UT Health Science Center at Houston, we align with the visions of both institutions. The UT Police Mission and Vision Alignment document outlines the collaborative partnerships we maintain to help ensure a safe, secure and orderly environment.

We are currently accepting applications for a Senior Police Telecommunicator

The primary function of a Senior Police Telecommunicator is to answer non-emergency and emergency calls and requests for UTPD service while remaining engaged with caller until it is safe to disconnect. Dispatches non-emergency calls and coordinates assigned UTPD personnel. Enters call information into Computer Aided Dispatch (CAD) system and national, state and local databases and assigns report numbers. Monitors high priority and non-priority alarms and closed circuit television (CCTV) for situations needing UTPD response and forwards information to appropriate dispatch station. Initiates mass notifications and coordinates with monitoring services during long term emergencies.

Key Functions

1. Answers non-emergency telephone calls for police, security, and technical support events and services.
2. Enters information concerning calls for technical support and security related patrol activity into a Computer Aided Dispatch (CAD) system to be forwarded to the appropriate police dispatch station for assignment.
3. Forwards calls received in the Police Communications Center to the appropriate office of the UTPD.
4. Monitors CCTV for situations indicating a need for a law enforcement or security response, and forwards the information to the appropriate police dispatch station to initiate a proper response.
5. Composes and distributes shift and found property logs, and performs other police communication center paperwork.
6. Other duties as assigned.

Education

Required: High School diploma or equivalent

License/Certification

Required: Basic Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator certification. Preferred: Intermediate Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator license.

Experience

Required: Two years of experience in emergency management or public safety communications.

Salary

The salary range is from \$39,200 and \$58,800 and is commensurate with experience. UT Police offers excellent benefits to include a TRS Pension Program, annual merit raises, paid holidays, and 100% paid health insurance premiums for the employee. Additionally, we offer up to \$1,800 annually for TCOLE Certification and \$1,800 annually for bilingual capability.

To apply

Visit www.mdanderson.org/careers. Click on the purple box that says current job openings" and search for keyword "police." For further information or questions, contact the talent management team at 713-792-0900 or utp-hrecruiting@mdanderson.org.